



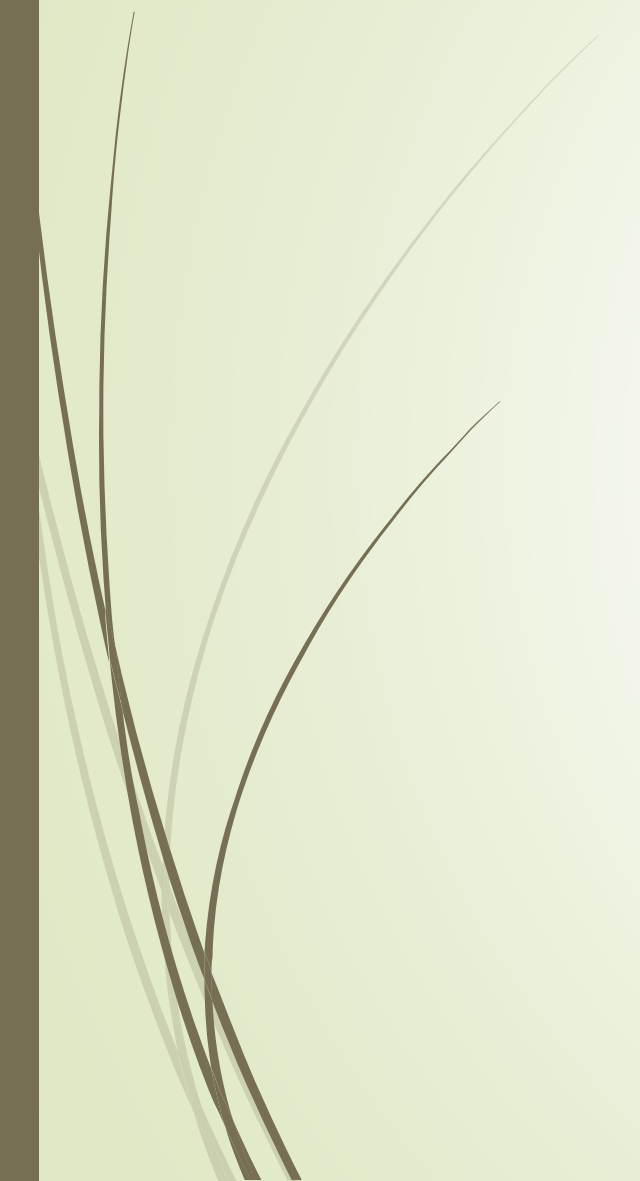
Pre-Response Meeting

2021 ATD Transportation Engineering
Services Rotation List
CLMP311

Monday, November 9, 2020



Agenda

- ❑ Overview – Kitty Tunnell, CCO
 - ❑ MBE/WBE Procurement Program – Laura Moreno , SMBR
 - ❑ Project Scope – Chiang Lee, PWD
 - ❑ RFQ Process – Kitty Tunnell, CCO
- 



Overview



- ❑ No Contact/Anti-Lobbying Ordinance is currently in effect until contract is executed **OR** 60 days after Council approval, whichever occurs first.
- ❑ Notify only Authorized Contact Persons for all questions outside of this meeting.
- ❑ Deadline for Questions is **Tuesday, December 1, 2020**
- ❑ Submittals Due **prior to 2 PM (in-person) and 3 PM (eResponse), Wednesday, December 9, 2020**
- ❑ Anticipated Council Recommendation is **March, 2021**
- ❑ Anticipated Contract Execution is **June, 2021**



Authorized Contacts



- ❑ Questions regarding RFQ submittal:
Kitty Tunnell – Procurement Specialist IV, Capital Contracting Office (CCO)
Phone: (512) 974-7055
Email: kitty.tunnell@austintexas.gov

- ❑ Questions regarding Scope of Services:
Chiang Lee – Program Manager, Public Works Dept. (PWD)
Phone: (512) 974-7073
Email: chiang.lee@austintexas.gov

- ❑ Questions regarding M/WBE Program:
Laura Moreno – Business Development Counselor, Small & Minority Business Resources Dept. (SMBR)
Phone: (512) 974-6668
Email: laura.moreno@austintexas.gov



MBE/WBE Program Participation Requirements

Laura Moreno





Background/Scope

Chiang Lee, Project Manager
Public Works Department





Background Info

- ❑ The Austin Transportation Department (ATD) is responsible for vision zero improvements, roadway traffic engineering, traffic signal engineering, intelligent transportation systems, multi-modal improvements, and safety infrastructure. ATD is seeking an effective method of procuring consultant services for small to medium scale engineering services to perform data collection, traffic studies, safety studies, and safety improvements.
- ❑ The City anticipates approximately 10 firms with an estimated authorization amount of \$800,000 for each firm, for a total maximum authorization amount of \$8,000,000.



Scope – Anticipated Services

Consultant services:

Preliminary Phase

- Pedestrian and bicycle counts
- Vehicle gap analysis for pedestrian crossing
- Vehicle speed and volume data counts using tube/radar/camera
- Vehicle classification counts
- Travel Time Survey
- Intersection turning movement counts
- Driveway counts
- Cost estimates
- Preliminary Schedule
- Develop project budget
- Preliminary reports (including preliminary engineering)
- Meeting Minutes



Scope – Anticipated Services



Design Phase

- Schematic design
- Topographic survey
- Right-of-Way survey
- All-way stop studies
- Speed limit and school zone studies
- Sight distance studies
- Pole loading analyses
- Crash data analyses
- Traffic modeling and analyses
- Speed management analysis and design
- Traffic signal design and layout
- Traffic Control Details
- PS&E plans and documents
- Post implementation evaluation (before and after comparison)
- Obtain permits
- Preparation of bid documents



Scope – Anticipated Services

Bid/Proposal Phase

- Develop construction estimates
- Assist with bid package preparation
- Develop addenda and clarifications
- Assist with review of bids/proposals

Construction Phase

- Inspect construction items relating to pedestrian and roadway safety
- Review changes in the work (field orders, change orders (CO), and change directives)
- Respond to RFIs (Requests for Information)
- Review submittals/shop drawings
- Assist in determination of substantial completion and final completion
- Conduct final walk through



RFQ Process

Capital Contracting Office
Kitty Tunnell, Procurement Specialist IV






➡ TOTAL POSSIBLE POINTS EQUALS 100





Consideration Item 1 – M/WBE Procurement Program

- ❑ Submittal Requirements
 - M/WBE Compliance Plan
 - Letters from subs confirming contact/commitment to the project
 - Good Faith Effort (if applicable)
- ❑ Scoring: Yes or No
 - **Yes** = Evaluation of your response will continue.
 - **No** = Response **will not** be evaluated.



Consideration Item 2 – Turned in All Required Documents

- ☐ Submittal requirements identified in other evaluation items included and,
- ☐ Prime Firm submittal Requirements included:
 - **Form 1 – Prime Firm's General Information**
- ☐ Scoring: **Yes or No**
 - **Yes** = Evaluation of the response will continue.
 - **No** = Response **will not** be evaluated.



Consideration Item 3a – Team's Structure

- ❑ The City is interested in:
 - Team's organizational structure
 - Project leadership
 - Reporting responsibilities
 - How prime firm will interface with City PM
 - How subconsultants, if applicable, will work within the team structure
 - Roles of the key individuals

- Provide an organizational chart (1 page)
- Provide a narrative (not to exceed 3 pages)
- ❖ Scoring: **10 points maximum**



Consideration Item 3b – Team’s Project Approach


- ❑ Describe your team’s (prime and subs):
 - Methods to successfully complete the work,
 - Submittal management in regards to contractual requirements,
 - Understanding of the techniques and sequencing required,
 - Assignment management,
 - Determination of cost estimates to ensure accuracy with market costs, and
 - Process of how the prime firm will interface with the City’s Project Manager.
 - **Provide a narrative (not to exceed 5 pages)**
 - ❖ **Scoring: 20 points maximum**



Consideration Item 4 – Key Personnel

Project Manager and Project Professional

- Should demonstrate history and success with projects of similar programs, budgets, and/or clients as the project described in the solicitation;
- Only one individual per job responsibility should be designated;
- The Project Manager and Project Professional may be the same individual;
- Project Manager or Project Professional must be registered as a professional engineer in the State of Texas at the time of submittal.
- Key Personnel must be employed by the prime firm.



Consideration Item 4 – Key Personnel

- ❑ **List 5 Projects completed in the past 10 years for each individual**
 - **Form 5** should be completed for the Project Manager;
 - **Form 6** should be completed for the Project Professional;
 - Provide no more than 1 page per project; and
 - Provide a resume of no more than 2 pages for each individual.

❖ **Scoring: 15 points maximum**



Consideration Item 5 – Prime Firm's Comparable Project Experience

- ❑ City is interested in the prime firm's history and success with projects of similar programs, budgets, and/or clients as the project described in this solicitation.
- ❑ List five (5) projects completed in past 5 years as a Prime firm.
 - Complete Form 8 and provide no more than 1 page per project.
- ❖ **Scoring: 15 points maximum**



Consideration Item 6 – Major Scopes of Work – Comparable Project Experience

- ❑ The City is interested in the history and success of the firm proposed to perform the scopes of work (subconsultant or prime).
- ❑ Consider history of firms in complying with project programs, schedules, and budgets based on previous City projects.
- ❑ If more than one firm is listed for particular Major Scope of Work, list 3 projects per firm per scope of work.
- ❑ 3 projects per major Scope of Work within past 5 years:
 - Traffic and Transportation Engineering

Submit:

- Form 9 – for each Major Scopes of Work
- One (1) page per scope, per firm; and
- Ensure all subconsultants listed in Item 6 are also in your MBE/WBE compliance plan

❖ **Scoring: 20 points maximum**



Consideration Item 7 – Team’s Experience with Austin Issues

- ❑ Team experience in Austin Area within the past 5 years
 - City of Austin site development and/or building permit requirements;
 - Austin area construction in the public right-of-way;
 - Austin area construction costs and practices;
 - Austin environmental community, conditions and constraints;
 - Public awareness and involvement in project development in the Austin area; and
- Provide a narrative (no more than 4 pages)
- ❖ Scoring: **10 points maximum**

Consideration Item 8 – City of Austin's Experience with Prime Firm

- ❑ The City will consider the history of the firm in complying with project programs, schedules and budgets on previous City of Austin projects within the last five (5) years.
- ❑ The scoring is based on Consultant Performance Evaluations (CPE):
 1. Schedule / Timeliness of Performance
 2. Budget / Cost Control
 3. Quality of Work Performed
 4. Invoicing and Payments
 5. Deliverables
 6. Compliance with MBE/WBE/DBE Procurement Program(s)
 7. Regulatory Compliance and Permitting
 8. Adequacy and Availability of Workforce
 9. Project and Contract Management
 10. Communications, Cooperation, and Business Relations
- ❑ Firms who have had no previous City projects relative to the industry or engineering discipline of this solicitation, will receive a score equal to the average of all firms.

❖ **Scoring: 10 points maximum**



Professional Service Agreement (PSA)

- ❑ Included as reference in RFQ.
- ❑ Form 1 – Prime General Information
 - Prime firm committing to responsiveness and timelines/deadlines to execute PSA
- ❑ Tentative timeframe for contract execution is **June 2021.**



Consultant Responsiveness

- ❑ See Instructions to Consultants, pages 7 – 8 for items that:
 - ✓ WILL or MAY deem firms non-responsive



Key Reminders

- ❑ **Submittals Due:** Wednesday, **December 9, 2020** prior to:
 - 3:00 PM (eResponse)
 - Between 10:00 AM and 2:00 PM, at 505 Barton Springs Road, Suite 1045B, Austin, TX 78704 (in-person)
- ❑ Deadline for questions is **December 1, 2020**
- ❑ Your firm's legal name must match the information the City has in our Vendor Connection system.



Thank you

QUESTIONS?